

**1st Court Date  
Referral to Court Services**

**Orientation**

Client's Rights & Responsibilities  
Community Service  
Schedule Evaluation  
Schedule Exit Interview  
Questions

**Client  
Completion of  
Community  
Service Hours**

**Evaluation**

Interview with a counselor to  
determine best plan of action  
*Appointment:*

**Possible Referrals Based on Individual Evaluation**

**Alcohol Education Classes** – Classes are generally for the first time offenders, low BAC, no pattern. Basic alcohol drug education is taught (cause and effects).

**Risk Reduction Classes** – Classes are for people who are at risk of alcoholism due to one or more factors: pattern of drinking, previous legal issues, work/school problems related to usage and/or high BAC. This class teaches the basic alcohol education with each client developing his/her own plan on how to make low risk drinking choices, one of which is abstinence.

**Theft Talk Classes • Lafayette Adult Resource Academy • Anger Management Classes • Individual and/or Group Counseling • AA, NA and/or Al-Anon • Work One – Jobs, Careers and Training • Vocational Rehabilitation – Training Funds**

**The Case Management Process**  
*(Six months to a year)*

Client liaison with legal system • Resource to answer questions • Support system •  
Changes in the original referral • Networking for job or basic needs

**Court 5 Clients**

**Verify Court Compliance • Resource to client throughout process •  
Write completion report for the court**

**EXIT INTERVIEW**

**All clients from all courts MUST have an exit interview.** Bring in **ALL PROOF** of completion papers to your case manager (see below). If you have completed, your completion will be prepared for the appropriate court. If you have not completed, a Notice of Non-compliance will be sent to the Prosecutor's office. This appointment will only take about 15 minutes. If you need to reschedule it (and this can only be done once), call or Email **before** your appointment and talk to your case manager!!!  
(765) 423-1172

*My appointment time is \_\_\_\_\_.*

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